

Pay Period _____

North Carolina Department of Transportation
Division 03
Tailgate Safety Meeting Plan & Report

Part 1 GENERAL INFORMATION

Unit _____ Date & Time _____

Worksite Location (s) _____
(county, route #, bridge #, other)

Type of Work: _____

Meeting Conducted by: _____

Part II SUPERVISOR SAFETY PLAN

1) Work Plan

2) Equipment and Tools Needed

3) Initial Hazard Assessment

<input type="checkbox"/> Backing	<input type="checkbox"/> Hazardous Atmosphere
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Eye Protection
<input type="checkbox"/> Trenching & Excavation	<input type="checkbox"/> Uneven Terrain
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> _____
<input type="checkbox"/> Lifting	<input type="checkbox"/> _____
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> _____
<input type="checkbox"/> Noise Exposure	<input type="checkbox"/> _____

4) Sop's Needed

5) PPE Needed

<input type="checkbox"/> Hard Hat	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Vest	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Shoes	<input type="checkbox"/> Other
<input type="checkbox"/> Gloves	<input type="checkbox"/> _____
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> _____
<input type="checkbox"/> Seat Belt	<input type="checkbox"/> _____

6) Other Reference Mat'l Needed

Part III TAILGATE MEETING

Describe Adjustment to Work Plan

Equipment and Tools Provided

Onsite Hazard Assessment

Sop's Reviewed

PPE Provided

Other Reference Mat'l Provided

Pay Period

Part II cont. SUPERVISOR SAFETY PLAN

7) Traffic Control

8) Other Topics of Concern

Part III cont. TAILGATE MEETING

Describe Adjustments to Traffic Control

Other Addressed

Part III cont. TAILGATE MEETING

Attendees:

Assignment:

Crew Comments:

Part IV POST OPERATION EVALUATION

Observations

Near Misses:

Follow Up Needed:

Part V SIGNATURE

Crew Leader Signature:

--

Date:

--

Instructions:

1. Supervisor and Crew Leader complete Parts I and II when the day's work is being planned.
2. Crew Leader completes Part III while conducting Tailgate Safety meeting at the worksite.
3. Crew Leader completes Parts IV and V at the end of the day.
4. Maintain a file copy for Five Years.